



DEPARTMENT OF SOCIAL SERVICES CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	DEPARTMENT OF SOCIAL SERVICES	RELEASE DATE:	Thursday, December 10, 2009
POSITION TITLE:	CEA 4, DEPUTY DIRECTOR, ADMINISTRATION DIVISION (PENDING CONTROL AGENCY APPROVAL)	FINAL FILING DATE:	Thursday, January 14, 2010
CEA LEVEL:	CEA 4	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 9,018.00 - \$ 9,939.00 / Month	BULLETIN ID:	12102009_1

POSITION DESCRIPTION

As a member of the Executive staff, the Deputy Director provides executive leadership and establishes policies and procedures for the programs delegated to the Administration Division within the California Department of Social Services (CDSS), the nation's largest state social services system. The Deputy Director is responsible for the planning, development, implementation, administration and assessment of the Department's policies, programs, and procedures related to the Administration Division. The Deputy Director directs the activities of the Administration Division, which includes the Financial Management and Contracts Branch; Estimate and Research Services Branch; Fiscal Systems and Accounting Branch; Human Resource Services Branch; and the Management and Staff Services Branch.

The Deputy Director's responsibilities include planning, organizing and directing the work of a statewide system of staff services and support operations of the Department including business services; fiscal services including budgeting, accounting, county administrative claims and fiscal policy; contracts administration; claims auditing and recovery; human resources management; forecasting and research services; and Disaster Preparedness and Response.

The Deputy Director is responsible for the oversight of the monitoring, tracking and reporting of the federal economic stimulus funding as a result of the passage of the American Recovery and

Reinvestment Act (ARRA).

As a member of the Executive team, the Deputy Director participates in the development of the department's strategic plan and efforts to make CDSS an Employer of Choice.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- a. Knowledge of the department's mission, organization, goals, functions, and policies as well as its contractual relationships with other state, federal and local entities.
- b. Experience in analyzing complex administrative issues or problems and developing policies, procedures or specific solutions.
- c. Ability to articulate skills in leadership and motivation of staff in large organizations.
- d. Possess excellent oral and written communication skills.
- e. Knowledge of the activities of a regulatory agency and the Administrative Procedures Act.
- f. Extensive knowledge in any of the following: State's budget and accounting processes, financial and human resources management, forecasting and research services; business services and disaster and safety services.
- g. Demonstrated ability to deal with a variety of public and private persons and groups in matters of significant program sensitivity; including interacting with the Health and Human Services Agency, state control agencies, legislative consultants, and county and local entities.
- h. Ability to establish and maintain positive and productive working relationships with the Department's Executive Staff; as well as with other state agencies, counties and stakeholders.
- i. Experience in preparing and delivering testimony before legislative committees.
- j. Ability to utilize performance measurements to increase program performance.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA 4, DEPUTY DIRECTOR, ADMINISTRATION DIVISION (PENDING CONTROL AGENCY APPROVAL)**, with the **DEPARTMENT OF SOCIAL SERVICES**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of a screening committee established to screen the application and two-page statement of qualifications. The minimum qualifications and desirable qualifications listed on this bulletin will be used to screen the application and two-page statement of qualifications. Therefore, it is critical that each applicant includes specific information on how his/her background, knowledge, and abilities meet the minimum qualifications and desirable qualifications. Based on the screening committee's evaluation of the competitive group, interviews will be conducted with the most qualified candidates. A qualifications appraisal panel will ask qualified applicants a number of predetermined job-related questions.

FILING INSTRUCTIONS

Applicants who fail to submit a Statement of Qualifications will be eliminated from the examination.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

DEPARTMENT OF SOCIAL SERVICES, EXAMINATION UNIT
744 P STREET, MS 8-15-59, SACRAMENTO, CA 95814
ESTELA HERNANDEZ | 916 654-9563 | ESTELA.HERNANDEZ@DSS.CA.GOV

ADDITIONAL INFORMATION

Examination questions may be directed to the above contact. Position questions may be directed to Nancy Lee at (916) 657-2598.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list.

Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF SOCIAL SERVICES reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>